

## Chapter 1 CGHRMS OVERVIEW

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### Chapter Overview

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**Introduction** This chapter provides an introduction to the Coast Guard Human Resource Management System. Responsibilities, which incorporate CGHRMS data input, communications guidelines, and signature authority, are also provided in this chapter.

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### CGHRMS Responsibilities

#### Introduction

CGHRMS exists as a part of the overall Coast Guard Personnel System. Six players (entities) within this system have a responsibility to ensure the system works.

#### Entities

These six entities interact to perform the personnel and pay functions for the Coast Guard. Here are some of their responsibilities.

Entity	Responsibility
Member	<ul style="list-style-type: none"><li>• Report changes in mailing address</li><li>• Understand the LES and report any discrepancies via the chain-of-command</li><li>• Understand the Retirement Point Statement and report any discrepancies via the chain-of-command (reservists)</li><li>• Report changes in family member's status</li><li>• Report occasions of moving into or out of government owned or leased quarters</li><li>• Report changes in allotments or direct deposit</li><li>• Report changes in the mailing address for bonds and allotments</li><li>• Advise CO of reenlistment/extension intentions</li><li>• Submit Travel Claims to HRSIC (TVL) via UTS</li><li>• Submit Electronic Assignment Data Card (E-ADC)</li><li>• Maintain a file of historical personnel and pay transactions</li></ul>
Unit CO	<ul style="list-style-type: none"><li>• Assign marks and ensure they arrive at HRSIC not later than 30 days after reporting period</li><li>• Prepare correspondence for unit</li><li>• Authorize and submit Leave Authorizations (CG-2519)</li><li>• Endorse E-ADCs</li><li>• Conduct predischarge interviews</li><li>• Grant interim security clearance, request final security clearance from DOT Adjudication Facilities or grant/suspend access to classified information if required and conduct the briefings/debriefings</li><li>• Maintain Personnel Data Records (PDRs) as per PDR Manual (COMDTINST M1080.10 (series))</li><li>• Provide data in support of personnel/pay actions for members</li><li>• Review Airport Terminal for listing of incoming/outgoing personnel</li></ul>

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### CGHRMS Responsibilities, Continued

#### Entities (cont'd)

PERSRU	<ul style="list-style-type: none"> <li>• Maintain PERSRU PDR as per PDR Manual</li> <li>• Provide information feedback to the unit</li> <li>• Investigate and resolve personnel and pay problems</li> <li>• Ensure that required transactions are submitted within 2 working days of an event effecting a member's pay</li> </ul>
HRSIC	<ul style="list-style-type: none"> <li>• Ensure source transactions not supported by source data automation equipment are input</li> <li>• Provide feedback to PERSRUs when transaction errors are correctable</li> <li>• Take corrective action on errors not correctable by PERSRUs</li> <li>• Provide written notice of due process rights to member who are overpaid</li> <li>• Provide timely and accurate personnel and pay service to all members of the Coast Guard</li> <li>• Administer leave and retirement point accounting for active and reserve military personnel</li> <li>• Arrange for settlement of claims on behalf of deceased or separated members and collect out of service debt</li> <li>• Process application for allotments and garnishments for certain support obligations as set forth in 5 CFR 581, 32 CFR 63, and 33 CFR 50</li> <li>• Administer the SWE program and provide enlisted advancement lists to CGPC for official issuance</li> <li>• Develop written procedures to support all areas of personnel and pay policy</li> <li>• Authorize official name, SSN and date of birth changes</li> </ul>
Commander Coast Guard Personnel Command (CGPC)	<ul style="list-style-type: none"> <li>• Issue normal promotion/advancement authorizations and eligibility list</li> <li>• Approve retirements</li> <li>• Consider all personnel waivers</li> <li>• Issue assignment orders</li> </ul>
CG Institute	<ul style="list-style-type: none"> <li>• Distribute and score Coast Guard correspondence courses</li> </ul>

## **CGHRMS Information Flow**

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### **Information**

Information required by CGHRMS is generated by an event occurring to a member. After the event occurs there are different steps that need to be taken to ensure proper input into CGHRMS.

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### **Information flow from the member**

This is an example of how information should flow from the member to CGHRMS.

<b>Stage</b>	<b>Who does it</b>	<b>What Happens</b>
1	Member	Event occurs (e.g., marriage) Event is reported to the unit (e.g., submits appropriate worksheet from Enclosure (1) of this manual)
2	Unit	Insures that member has provided all necessary information in accordance with the instructions from the appropriate section of this manual or from the reverse side of the worksheet and reports the event to the PERSRU
3	PERSRU	Reviews PDR; contacts unit for additional information if needed and inputs appropriate transactions to CGHRMS
4	CGHRMS	Processes the data for the event, updates personnel and pay entitlements, and provides feedback on the LES and PDE

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### CGHRMS Information Flow, Continued

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**Communication  
between the  
member, unit,  
and the  
PERSRU**

There are different ways in which the member, unit and PERSRU can communicate. It is up to each unit and PERSRU to establish the most preferred method in which to communicate with their customers, the members.

Type	Method	Uses
1	Mail	Not as fast as types 2-4, but when urgency is not a factor it is the best way of getting information to and from the unit (e.g., worksheets)
2	E-Mail	Very effective form of information exchange. It can be traced and other documents can be attached. Depending where sent, it can be received very quickly <b>Note:</b> Members or units that do not have access to the Coast Guard Data Network (CGDN) for the use of E-Mail, can use the Coast Guard's Internet E-Mail gateway to send and receive E-Mail between themselves and Coast Guard units if they have access to Internet E-Mail. Internet gateway users should be advised that this method does not offer the security of the CGDN and that information of a highly personal nature or information protected by the Privacy Act should not be transmitted through the gateway. Consult COMDTNOTE 5270, Policy and Procedures for the Electronic Mail Gateway to the DOT and Worldwide Internet Network, for more information.
3	Telephone	Fastest form of communication, Limitation: No "hard copy"
4	FAX	A fast method of communication. A good way to get a "hard copy"

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### Signature of Responsible Officer

<b>Discussion</b>	<p>The requirement to sign various forms and worksheets in this manual and to electronically sign PMIS/JUMPS transactions is necessary to affirm and give legal credence to the information contained on the form or in the transaction. The commanding officer should avoid situations where the responsible officer lacks the knowledge or time to check the form and may sign as a formality.</p>
<b>Reference</b>	<p>COMDTINST M5000.3(series), CG Regulations</p> <ul style="list-style-type: none"><li>• Chapter 7-1-8, Administration of Oaths</li><li>• Chapter 7-1-9, Signing Official Correspondence</li></ul> <p>COMDTINST M7210.1(series), Certifying and Disbursing Manual</p>
<b>Authority to sign forms and worksheets</b>	<p>The commanding officer may authorize in writing for officers, chief petty officers, first class petty officers, and second class petty officers to sign forms and worksheets “by direction”, subject to the following restrictions.</p> <ul style="list-style-type: none"><li>▪ Only officers, the Master Chief Petty Officer of the Coast Guard (MCPO-CG), Commandant designated Command Enlisted Advisors, and designated recruiting office chief petty officers and petty officers may administer enlisted oaths and sign enlistment contracts.</li><li>▪ Only officers, the MCPO-CG, Commandant designated Command Enlisted Advisors, and permanently assigned enlisted officers-in-charge may administer reenlistment and extension of enlistments oaths and sign the appropriate reenlistment or extension document.</li><li>▪ The “by direction” authority granted to second class petty officers shall normally be limited to routine transactions such as leave and personnel transactions. Second class petty officers shall only be given authority to sign all PMIS/JUMPS transactions “by direction” in cases where there is a shortage of officers, chief petty officers, and first class petty officers.</li><li>▪ Specific authorization must be given in “by direction” letters for authority to sign Unit Attendance Records (or equivalent records of drill attendance, such as endorsed IDT drill orders and electronic submissions of drill attendance). Appropriate letters of delegation should be available at active duty drilling commands and at servicing PERSRUs. For potential audit purposes, it is recommended that signed originals of drill input documentation be retained at either the active duty drilling command or the servicing PERSRU.</li><li>▪ Only the commanding officer may sign the PCS Departing Worksheet (CG-HRSIC-2000) or the Advances Worksheet (CG HRSIC-2010) when the member is requesting Advance Pay &amp; Allowances or Advance Pay with liquidation period in excess of 12 months.</li></ul>

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### Signature of Responsible Officer, Continued

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#### Authority to sign PMIS/JUMPS Transactions

The commanding officer of a unit with a PERSRU must nominate at least one officer, chief petty officer, first class petty officer, second class petty officer, or civilian employee in grade GS-7 or above, for designation by HRSIC (MAS) as a Payment Approving Official (PAO).

- Only properly designated PAOs have the authority to sign PMIS/JUMPS transactions.
  - Only properly designated PAOs may have update capability in the review and approval module in the SDA II software program to approve transactions for transmission to HRSIC.
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#### Payment Approving Officials' responsibilities and liabilities

It is Coast Guard Policy that PAOs have the same level of financial liability as an Authorized Certifying Officer (ACO), as described in Chapter 1 of COMDTINST M7210.1 (series), Certifying and Disbursing Manual. Thus, if a PAO incorrectly certifies a document to an ACO that directly results in an erroneous or improper payment, the PAO is responsible for the error. PAOs remain fully accountable to the Coast Guard and may be found to have pecuniary liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/EPEF) impacted by such action by an official in their chain with evaluation approving authority.

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#### Designation Procedure

Commanding Officers will request PAO designations, revocations or terminations for PERSRU officials by submitting a CG HRSIC-7210 form (*Designation as Payment Approving Official*) to HRSIC (MAS). Blank forms can be found in enclosure (1) to this manual. If the CG-HRSIC-7210 requests designation of a second class petty officer as a PAO, the commanding officer shall attach to the CG HRSIC-7210 a letter explaining what PAO authority will be granted to the second class petty officer (e.g., authority to sign leave and personnel transactions only).

- HRSIC is the final approving authority for the designation of PAOs at PERSRUs. After receipt and review of the CG HRSIC -7210, HRSIC (MAS) will certify the PAO designation. The original form will be returned to the local command along with a detailed brochure outlining the duties, responsibilities, and liabilities of the PAO.

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### Directives Referenced in this Manual

**Introduction** Several manuals are referenced throughout the Personnel and Pay Procedures Manual. These manuals usually set policy for the procedure being described. You will need to refer to these references from time to time.

**Directives referenced** Directives used in this manual and their abbreviation.

Number	Long Title	Abbreviation
COMDTINST M1000.6(series)	Coast Guard Personnel Manual	PERSMAN
COMDTINST 1000.14 (series)	Preparation and Submission of Administrative Remarks (CG-3307)	Pg-7 Instruction
COMDTINST M1001.27(series)	Reserve Administration and Training Manual (CG) <b>Note:</b> This manual will be replaced by the “ <i>Reserve Policy Manual</i> ”, which is currently being developed and should be released in the near future.	RATMAN
COMDTINST 1020.8(series)	Maximum Allowable Weight Standards for Coast Guard Military Personnel	Weight Instruction
COMDTINST M1080.10(series)	Military Personnel Data Records (PDR) System Manual <b>Note:</b> The PDR Manual should be filed as appendix (D) to this manual	PDR Manual
COMDTINST M1414.8 (series)	Enlisted Qualifications Manual	Quals Manual
COMDTINST M1414.9 (series)	Coast Guard Enlisted Qualification Codes Manual	Qual Code Man
COMDTINST M1500.10 (series)	Coast Guard Training and Education Manual	Training & Ed Man
COMDTINST M1650.25 (series)	Coast Guard Medals and Awards Manual	Medals & Awards Manual
COMDTINST M1900.4 (series)	Certificate of Release or Discharge from Active Duty, DD Form 214	DD 214 Manual
N/A	Separation Program Designators Handbook	SPD Handbook
COMDTINST M4050.14(series)	Coast Guard Transportation Manual	CDTRANSMAN

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### Directives Referenced in this Manual, Continued

#### Directives referenced (cont'd)

Number	Long Title	Abbreviation
COMDTINST 4600.14(series)	Travel Charge Card Program	Charge Card Instruction
COMDTINST 4600.16(series)	Use of Travelers Checks for Travel Advances	Travelers Check Instruction
COMDTINST M4600.17(series)	Coast Guard Supplement to the Joint Federal Travel Regulations Volume 1	CGS-JFTR
COMDTINST 4650.9(series)	Passports and Visas	Passports Instruction
COMDTINST M5000.3 (series)	United States Coast Guard Regulations	CG Regs
COMDTINST M5260.2 (series)	Privacy (Coast Guard) and Freedom of Information Acts Manual	Privacy Act Manual
COMDTINST 5310.3 (series)	Measuring the Contribution of Reserve Duty	None
COMDTINST M5320.6 (series)	Enlisted Billet Manual	Enlisted Billet Manual
COMDTINST M5320.7 (series)	Commissioned and Warrant Officer Billet Manual	Officer Billet Manual
COMDTINST M5510.21 (series)	Information Security Program Manual	INFOSEC
COMDTINST M5520.12 (series)	Personnel Security Program Manual	PERSEC
COMDTINST M5810.1 (series)	Military Justice Manual	MJM
COMDTINST M7210.1 (series)	Certifying and Disbursing Manual	PAYMAN
COMDTINST 7220.23 (series)	Reenlistment Bonus Programs Administration	SRB Instruction
COMDTINST 7220.39(series)	Management and Administration of Aviation Incentive Pays	Flight Pay Instruction

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**Directives Referenced in this Manual, Continued**

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**Directives referenced**  
(cont'd)

<b>Number</b>	<b>Long Title</b>	<b>Abbreviation</b>
COMDTINST M10470.10(series)	Coast Guard Rescue and Survival Systems Manual	CG Rescue Manual
COMDTINST M11101.13(series)	Coast Guard Housing Manual	Housing Manual
HRICINST M1000.2 (series)	Personnel and Pay Procedures Manual	PPPM
FINCENINST M7000.1	Coast Guard Finance Center Standard Operating Procedures	FINCEN SOP
JFTR Vol 1	Joint Federal Travel Regulations	JFTR

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### Forms Referenced in this Manual

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#### Introduction

Several forms are referenced throughout the Personnel and Pay Procedures Manual. The forms listed below and the forms and worksheets contained in Enclosure (1) to this manual, are needed to complete the action described.

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#### Forms referenced

Forms referenced in this manual and corresponding form numbers.

Form Number	Form name
AF Form 538	Personal Clothing and Equipment Record
CG-2519	Leave Authorization
CG-2556	Move-In Housing Allowance Claim Form
CG-2842	Notification of Removal of Absentee Wanted Notice
CG-3029A	Individual's Record of Small Arms Training
CG-3301B	Agreement to Extend/Re-extend Enlistment
CG-3307	Administrative Remarks
CG-3453	Request for ADT Orders
CG-3698A	Assignment Data Form
CG-3853	Personal Effects Inventory and Disposition
CG-4057	Chronological Record
CG-4170A	BAH/Dependency/Emergency Data and SGLI Validation
CG-4178	Good Conduct Certificate
CG-4251	Military Temporary Additional Duty (TDY) or Civilian Temporary Duty (TD) Request and Travel Order
CG-4902	Personnel Data Extract
CG-4910	Report of Offense and Disposition
CG-5131	Standard Travel order for Military Personnel
CG-5209	Leave and Earnings Statement

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### Forms Referenced in this Manual, Continued

#### Forms referenced (cont')

Form Number	Form name
CG-5274	Personnel Security Record
CG-5475	Clothing and Small Stores Checkage
CG-5489	Waiver/Remission Application
CG-5489B	Financial Statement
CG-5530	Advancement Certificate to SN/FN
CG-9556	Acceptance and Oath of Office
DD-214	Certificate of Release or Discharge From Active Duty (Accountable Form)
DD-214WS	Certificate of Release or Discharge From Active Duty (Worksheet)
DD-Form 2 (CG)	Armed Forces Identification Card
DD Form 4/1	Enlistment/Reenlistment Document Armed Forces of the United States
DD Form 139	Payment Adjustment Authorization
DD Form 216 CG	Petty Officer Appointment Certificate
DD Form 216 CGR	Reserve Petty Officer Appointment Certificate
DD Form 1173	Uniformed Services ID and Privilege Card
DD Form 397	Claims Certificate and Voucher for Death Gratuity Payment
DD Form 553	Deserter/Absentee Wanted by the Armed Forces
DD Form 803	Certificate of Termination
DD Form 1172	Application for Uniformed Services ID Card (DEERS Enrollment)
DD Form 1173-1	Reserve Family Member Identification Card
DD Form 1337	Application for Shipment and/or Storage of Personal Property
DD Form 1351-2	Travel Voucher

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### Forms Referenced in this Manual, Continued

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#### Forms referenced (cont'd)

Form Number	Form name
DD Form 1475	Basic Allowance For Subsistence Certification
DD Form 2058 CG	State of Legal Residence Certificate
DD Form 2329	Record of Trial by Summary Courts-Martial
DD Form 2367	Individual/Overseas Housing Allowance
DD Form 2648	Preseparation Counseling Checklist
IRS Form W-2	Wage and Tax Statement
IRS Form W-4	Employee's Withholding Allowance Certificate
IRS Form W-5	Federal Earned Income Credit
PHS 731	International Certificate of Vaccination
NAVPERS 1330/2	Navy Sponsor Notification
SF-1038	Advance of Funds Application and Account
SGLV-8285	Request for Insurance (Servicemembers' Group Life Insurance)
SGLV-8286	Servicemembers' Group Life Insurance Election Certificate
VA Form 4-5281	Refund of Educational Contributions

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